

Samples
of
Training Agreement
Documentation

June 2004

SAMPLE

Cooperative Education--Student Training Agreement

THE SCHOOL DISTRICT OF _____
Cooperative Training Agreement

Date _____

I intend to employ _____
(First Name) (Middle) (Last Name)

(Address) (City) (Zip)

in the capacity of _____
(Duties of Minor) (Type of Industry) (Beverage License) (Type)

for _____ days per week _____ hours per day, between hours of _____ a.m. _____ p.m.

Name of Firm _____

Address of Firm: _____

EMPLOYER RESPONSIBILITIES: The employer agrees to place the trainee in the work specified above for the purpose of providing occupational experience of instructional value. The work activity will be under the supervision of a qualified supervisor. The work will be performed under safe and hazard-free conditions. The trainee will receive the same consideration given other employees with regard to safety, health, social security, general work conditions and other policies and procedures of the firm. The employer will adhere to all State and Federal Regulations regarding employment, Child Labor Laws, and minimum wage, and will not discriminate in employment policies, educational programs or activities for reasons of race, sex, color, religion, national origin, marital status, age or handicap.

TEACHER/COORDINATOR RESPONSIBILITIES: The teacher/coordinator agrees to visit each trainee at the training station no less than one time per grading period and will continue a close working relationship with the person to whom the trainee is responsible while on the job. The teacher/coordinator shall attempt to resolve any complaints through the cooperative efforts of all parties concerned. The teacher/coordinator will meet with the trainee's parents or guardian prior to job placement and during the school year. The Training Agreement will be kept on file for three (3) years at the school center.

PARENT/GUARDIAN RESPONSIBILITIES: The parent or guardian agrees that the trainee may participate in Cooperative Education Training as provided by the public school.

STUDENT RESPONSIBILITIES: The trainee agrees to follow rules and guidelines established by the school, employer and teacher/coordinator regarding hours of work, school attendance and procedures. When absent from school without a valid excuse, the student should not be permitted to work.

WE, THE UNDERSIGNED, have read this Training Agreement and understand the conditions and provisions contained therein.

Employer

Teacher/Coordinator

Student

Parent/Guardian

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Employer

Teacher/Coordinator

Student

Parent/Guardian

Student Status: New _____ Change _____ Drop _____

Sample Training Agreement

Cooperative Education, Student Work Agreement



1. Certified Cooperative Education Coordinator Section:

Name of School Coordinating Program: _____

School Address: _____ Phone: _____

Total number of weekly minutes of classroom instruction: _____

Total number of Co-op hours worked weekly: _____ Total number of hours employed weekly: _____

Occupational Placement: _____ CIP Code: _____

2. Student Section:

Name of Student Learner: _____
(Last) (First) (Middle)

Social Security Number: ____ - ____ - ____ Date of Birth: ____ - ____ - ____
month - day - year

Grade Level: ____ Male: ____ Female: ____ Is the student 18 years of age: Yes: ____ No: ____

Home Phone: _____ Career Objective: _____

(Student's Signature) (Date) (Parent or Guardian's Signature) (Date)

3. Employer Section:

Name of Establishment: _____

Type of Business: _____ Business Phone: _____

Address of Establishment: _____

Mailing Address:

(Street)

(Town)

(St)

(Zip)

(Street)

(Town)

(St)

(Zip)

Date of student Employment:

(Beginning): _____

(Ending): _____

Hourly Rate of Pay: _____

As the Employer, I am in compliance with:

Provisions of Child Labor Laws.

Yes: _____ No: _____

Provisions of the State of Maine Minimum Wage Law.

Yes: _____ No: _____

Provisions of the Fair Labor Standards Act.

Yes: _____ No: _____

Provisions of the Worker's Compensation Act.

Yes: _____ No: _____

Provisions of the Equal Employment Opportunities Act. (EEOC)

Yes: _____ No: _____

On-the-Job Supervisor of the Employing Organization:

(Printed Name)

(Signature)

Official Title: _____

Date: _____

Month Day Year

4. Signature Section: I acknowledge that the information on this work agreement is accurate and that this is an approved Cooperative Education Program. Terms of work agreement approved:

(Cooperative Education Coordinator's Signature)

(Date)

(School Administrator's Signature)

(Date)

This Program as set forth in the Memorandum of understanding, has been reviewed by the Bureau of Labor Standards for compliance with Maine Labor Laws.

(Bureau of Labor Standards Representative Signature)
Royal Bouchard Telephone: (207) 624-6400

(Date)

MAINE DEPARTMENT OF EDUCATION
Divison of Career and Technical Education

MEMORANDUM OF UNDERSTANDING

This work experience (training) program has been approved by the State Board of Education subject to the terms of this agreement and including the following conditions:

1. **The program is under the direct supervision of a certified Cooperative Education Coordinator.**
2. The signatures will indicate approval by all parties involved.
3. The student-learner will be receiving instruction in an approved school and will be employed pursuant to a bonafide Applied Technology Cooperative Education program in order to further his/her applied technology education.
4. A detailed **training plan (2 copies)**, identifying job tasks and equipment to be operated is on file with the **Department of Education**, coordinator and employer. Safety instruction will be given by school. While on the job, the student will receive safety instruction from, and be under direct supervision of, a qualified representative of the employing organization. **Specific machines upon which the student will work and other hazardous operations are itemized in the training plan.** *NOTE:* That the work of the Student/Learner in occupations declared particularly hazardous shall be incidental to the training, and such work shall be intermittent and for short periods of time (as per USDOL-Fair Labor Standards Act).
5. The Student-Learner agrees to perform duties in a loyal and faithful manner and to work for the best interest of all concerned.
6. This program may be terminated at any time by the high school principal, coordinator, or employer to ensure the best for all concerned.
7. This program will comply with all applicable federal, state and local laws and regulations as outlined in Number 3.
8. Hazardous occupations restrictions for Student-Learners may be waived but are subject to approval by the Maine Bureau of Labor Standards when its standards are stricter than the Federal Labor Standards.

NOTE: This exemption for employment of Student-Learners may be revoked in an individual situation where it is found that reasonable precautions have not been observed for the safety of minors employed thereunder.

9. The employer agrees to furnish a periodic evaluation of the Student-Learner's attitude, adaptability, and progress. (Forms will be furnished by the coordinator.)

Cooperative Education Coordinators:

Attach the original and 1 copy of the **EFV-120** plus 2 copies of the **training plan** and mail to:

Doug Robertson, State Supervisor, Career and Technical Education Team,
Maine Department of Education, 23 State House Station, Augusta, ME
04333-0023 Phone # 624-6744.

Note: In order for this work agreement to be valid, ALL signatures must be affixed.

Processed copy distribution: Original and 1 copy.

**C.I.P. CODES - PLEASE BE SURE TO USE ONLY THE LATEST 2000 C.I.P. CODES ON YOUR FORM AS THE 1990
CODES ARE NO LONGER VALID (CIP SERIES 08, FOR EXAMPLE HAS BEEN ELIMINATED, WITH AREAS
REALLOCATED TO OTHER 2000 CODES)**

LIST OF SOME OF THE MOST COMMONLY USED 2000 C.I.P. CODES:

01.01	Agricultural Business and Management	(Farm and Ranch Management)
01.06	Applied Horticulture / Horticultural Business Services	(Greenhouse, Landscaping, Turfgrass Management)
12.04	Cosmetology and Related Personal Grooming Services	(Cosmetology, Barber, Hair Styling, Beauty Salon)
12.05	Culinary Arts & Food Services	(Food Preparation, Food Service, Waiter/Waitress, Dining Room Manager)
19.07	Human Development, Family Studies, and Related Services	(Child Care Provider/Assistant)
36.01	Leisure and Recreational Activities	(Sports & Exercise, General Leisure and Recreation)
46.02	Carpenters	
46.03	Electrical and Power Transmission Installers	(Electrician, Electrical Installer)
46.04	Buliding/Construction Finishing, Management, and Instpection	(Building, Drywall, Painting, Roofer)
47.06	Vehicle Maintenance and Repair Technologies	(Auto, Small Engine, Bicycle, Motorcycle Repair)

49.99	Transportation and Materials Moving, Other	(General Delivers, Packers, Shippers)
51.16	Nursing	(Nurse, Nurse/Nursing Assistant/Aide)
51.26	Health Aides/Attendants/Orderlies	(Health Aide, Home Aide, Medication Aide, Attendant, Orderly)
51.31	Dietetics and Clinical Nutrition Services	(Dietetic Technician/Assistant, Dietetics and Clinical Nutrition Srv)
52.04	Business Operations Support and Assistant Services	(Administrative Assistant, Receptionist, Clerical Srv)
52.08	Finance and Financial Management Services	(Banking and Financial Support Services)
52.09	Hospitality Administration / Management	(Hotel/Motel Administration/Management, Food Services Mgt)
52.18	General Sales, Merchandising, and Related Marketing Operations	(Cashiers, Stockers, Floorpersons)
52.19	Specialized Sales, Merchandising & Marketing Operations	(Apparel & Accessories, Vehicles & Vehicle Parts)

**SAMPLE
COOPERATIVE EDUCATION
TRAINING AGREEMENT**

This agreement is part of Federal and State work-based learning guidelines to provide students the opportunity to make the transition from school to work and to be prepared to compete for the emerging high skills technology careers for the twenty-first century.

Student's _____ SS # _____ Date of Birth _____

Age _____
Address _____ City _____ State _____

Zip _____
Home Phone _____ Date of Birth _____ Grade Level _____
School Coordinator _____ home # _____
School Name _____ School Location: _____
Parent Guardian _____ Phone # _____

Supervisor's Name _____ **Phone #** _____
Place of Employment _____ **Address** _____
Career Cluster _____ **Title of Student's Position** _____
Date Assignment Starts _____ **Planned Ending Date** _____
of Days per Week _____ **# of Hours per Day** _____ **Hours A.M.** _____ **Hours**
P.M. _____
Travel arrangements _____

ALL PARTIES JOINTLY AGREE TO THE FOLLOWING

School Coordinator Responsibilities

- Coordinator will work with the student-learner in obtaining a COOP experience at a business/industry site directly related to his/her occupational interest.
- Coordinator will visit student at the training station.
- Coordinator will establish a close working relationship with the person to whom the student trainee is responsible while on the job.
- Coordinator will attempt to resolve any complaints through the cooperative efforts of all parties concerned.
- Coordinator will maintain appropriate records.

Student Responsibilities

- Student is responsible for contacting the employer to set up employment interview.
- Student agrees to follow rules and guidelines established by the school, employer and coordinator with regard to hours of work, school attendance and reporting procedures.
- Student will remain in the COOP position for the agreed upon period.

Parent Responsibilities

- Parent or guardian shall be responsible to the school for the conduct of the student participating in the program.
- Parent or guardian will provide transportation for the student to and from the employment site.

Employer Responsibilities

- Employer will provide monetary compensation to the student for participation in the program.
- Employer may not displace a regular worker to hire the student-learner.
- Employer will accept students into the program and place them in employment without regard to race, sex, color, religion, national origin, marital status, age, handicap, or disadvantage.
- Employer will provide safety instruction.
- Employer will provide appropriate accident, liability, and workers' compensation insurance coverage.
- Employer shall conform with all federal, state, and local labor laws.
- Employer will provide regular evaluations of the student.
- Employer may terminate the student-learner, after consultation with the coordinator, for due cause, or for unforeseen business conditions.

HAZARDOUS OCCUPATIONS EXCEPTION.

Will the student be involved in a hazardous occupation as defined under the Federal Child Labor guidelines? _____ YES _____ NO (If yes, complete the **Student Learner Exemption Agreement**.)

INSURANCE AND EMERGENCY INFORMATION. An **Insurance and Emergency Information Form** should be completed and signed before student begins their work experience.

SIGNATURES

I give permission for my son/daughter to be released from school to participate in the program described above and agree with the travel arrangements listed. I understand that school personnel may not have visited the site, may not have met the employer, and will not be present when student is working at the site.

Parent/Guardian _____ Date _____
_____ Date _____

Student

School Coordinator _____ Date _____
_____ Date _____

Employer

SAMPLE **Summer Employment Addendum** **to the COOPERATIVE EDUCATION** **TRAINING AGREEMENT**

During the school year, cooperative education students participate in both school-site learning (classroom instruction) and work-site learning (on-the-job training). They earn school credit and receive a separate grade for both experiences. To provide continuity in the students works based learning experience and preserve a position for the student at the training station it is often desirable for employment to continue throughout the summer months. The purpose of this Summer Employment Addendum to the COOP/DO Training Agreement is to clarify the responsibilities of all parties during this interim period of time.

Student's Name _____ SS # _____ Age _____
 Address _____ City _____ State _____
 _____ Zip _____
 Home Phone _____ Date of Birth _____ Grade Level _____
 School Coordinator _____ Phone # _____
 School Name _____ School Location _____
 Parent/Guardian _____ Phone # _____
 Supervisor's Name _____ Phone # _____
 Place of Employment _____ Address _____
 Career Cluster _____ Title of Student's Position _____
 Date Assignment Starts _____ Planned Ending Date _____
 # of Days per Week _____ # of Hours per Day _____ Hours _____ A.M. Hours _____
 _____ P.M.
 Travel Arrangements _____

ALL PARTIES JOINTLY AGREE TO THE FOLLOWING TERMS

(IN ADDITION TO THOSE TERMS STATED IN THE
ATTACHED TRAINING AGREEMENT and TRAINING PLAN)

Although the student is not enrolled in school-site learning (classroom instruction) during the summer and is not receiving school credit for the work-site learning (on-the-job training), **he/she will still be considered to be enrolled in a course of study and training in a State recognized COOP/DO Program if:**

1. The COOP/Do Program at the school meets State program standards during the school year preceding and following the summer training.
2. The school coordinator maintains a record of monthly contacts with the employer throughout the summer .
3. The employer agrees to contact the school coordinator immediately if problems arise with the student's performance or attendance.
4. The student training plan established for the school year is extended to include summer employment.
5. Safety instruction has been provided by the school and/or employer and student competency/mastery is documented.
6. The employer agrees to provide *direct* and *close* supervision of the student by a qualified person over the age of 18.
7. The hazardous portion of the student's work is *incidental* to training.
8. The hazardous portion of the student's work is *intermittent* and for *short* periods of time.

SIGNATURES

School personnel will not be present when the student is at the work site and will not be responsible for the student-learner. Although the student is not participating in classroom instruction during the summer months and not receiving school credit for the on-the-job training, he/she is still officially enrolled in a State-recognized cooperative education program and is expected to conform to the terms set forth in the

attached training agreement (dated _____) and training plan (dated _____). All signatories agree to comply with the responsibilities specified in this training agreement addendum.

Parent/Guardian's _____	Date _____
Student _____	Date _____
School Coordinator _____	Date _____
Employer _____	Date _____

To be valid, the following signed forms must be attached to this Addendum: (1) Training Agreement, (2) Training Plan, (3) Student Learner Exemption Agreement (if student will be involved in a hazardous occupation as defined under the Federal Child Labor guidelines), and (4) Insurance and Emergency Information.

Return this form with all signatures at least 5 days before your program begins.

Sample TRAINING AGREEMENT HEALTH CAREERS COOPERATIVE EDUCATION PROGRAM

Certificate of Employment for Educational Purposes

This certificate is a document stating the conditions of the employment for the purpose of education and vocational training. It also is an agreement of the signer to abide by and follow the policies listed. The following are the conditions for the stated privilege:

1. All work performed is incidental to the required and involved training.
2. All work shall be intermittent and for short periods of time. The amount of time involved will be hours per week beginning , to _____.
3. The safety instruction of those supervising or instructing is required for all operations involved in this activity.
4. A schedule of progression must be submitted to the instructor on a regular basis and must be performed in a proper fashion.
5. All work shall be performed under the direct supervision of a trained supervisor or instructor.
6. Cooperative Education a paid work experience.
7. The school will make provisions for the student to receive related and technical instruction in the above occupation.
8. The student promises to abide by all implied and stated terms included in this memorandum. The student shall be bound during the occupational experience by the ordinary school regulations. The parent or guardian shall be responsible for the conduct of the student while in training.
9. The coordinator shall have the authority to transfer or withdraw the student at any time and manage any complaints by either party.

Date Employer

Date Student

Date Instructor

Date Parent

Sample

**TRAINING AGREEMENT
MEMORANDUM OF UNDERSTANDING
HEALTH CAREERS COOPERATIVE PROGRAM**

Between the School and the Employer

This agreement is by and between School District and _____

The School District agrees to:

1. Coordinate schedules between job site personnel and students.
2. Maintain records of student progress and evaluate student learning.
3. Observe policies of cooperative education.
4. Provide information on to the State Board for Vocational and Technical Education.

The employer agrees to:

1. Be responsible for a safe working environment.
2. Directly supervise students in performance of all skills and procedures.
3. Explain routines, procedures, safety practices, and policies followed by the company.
4. Assist in evaluating student progress and performance.

The appropriate instructor/coordinator will be the liaison between the cooperating facility and school in order to provide optimum experience for student learning. An annual evaluation and review of this agreement is expected.

In keeping with the Title VI of the Civil Rights Act of 1964, no person shall on the grounds of race, sex, color, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity included herein.

Signature of Employer

Date

Signature of School Official

Date

Signature of Health Career Instructor

Date

Sample TRAINING AGREEMENT

By this agreement, _____
(Training Agency) will permit _____ to enter its establishment
(Student)
as a cooperative vocational student, for the purpose of securing training and knowledge in
_____.

All persons jointly agree to the following conditions:

1. The training will extend from ____/____/____ to ____/____/____
dd mm yy dd mm yy
2. The student will receive \$_____ per hour. This rate may be adjusted as the student becomes a more valuable employee.
3. The student will be supervised by:
In school: _____;
On the job: _____.
4. At regular intervals, the coordinator will consult with the employer or supervisor to evaluate the progress of the student.
5. The school will make provisions for the student to receive related and technical instruction in the above-mentioned occupation.
6. Training during the cooperative occupational education period shall be structured to provide the student with the acquisition of skills pertinent to the above mentioned occupation.
7. All complaints shall be made to and adjusted by the coordinator.
8. The coordinator shall have the authority to transfer or with draw the student at any time.
9. The student, while working in the employer's establishment, shall be subject to all regulations applying to all other employees.
10. The student promises to abide by all implied and stated terms included in the document. The student shall be bound during occupational experience by the ordinary school regulations. The

parent or guardian shall be responsible for the conduct of the student while in training.

11. This agreement may be terminated upon mutual consent of all parties.

_____ Employer/Supervisor	_____ Date
_____ Student	_____ Date
_____ Coordinator	_____ Date
_____ Parent/Guardian	_____ Date
_____ Principal	_____ Date
_____ Director	_____ Date

Sample
Training Agreements
COOPERATIVE TRAINING AGREEMENT

Program_____

Student Trainee_____

Job Title_____ Home Telephone_____

Teacher/Coordinator_____

School Telephone_____ Home Telephone_____

Firm_____ Supervisor_____

Title_____ Telephone_____

In order to operate an effective cooperative education program, it is necessary that all parties understand and adhere to the terms of the cooperative training agreement.

EVERYONE UNDERSTANDS THAT:

1. The term of employment is for the current school year only.
2. This agreement shall not be terminated without the knowledge of all parties concerned.
3. The student must be 16 years of age, must have secured a social security card and must have secured a work permit when required by the employer.

THE STUDENT TRAINEE AGREES TO:

1. Conduct himself/herself using exemplary behavior in school, on the job, and in the community at all times.
2. Abide by the regulations set forth by the school, the employer, and the teacher/coordinator.
3. Perform all duties in a manner that will reflect credit to himself/herself, the school, and the firm.
4. Notify the employer and the teacher/coordinator in advance of necessary absence and under no circumstance report to work on a day when you are absent from school. Any student violating this provision shall be considered truant.
5. Participate in club activities as a part of the related instruction.
6. Arrive at school on time and understand that car problems will not be accepted as an excuse for tardiness or absence.

7. Serve assigned detentions at _____ p.m. and provide advance notice to the

- employer when detentions are assigned that conflict with the work schedule.
8. Work only with advance permission from the parent/guardian when the home school or the JVS is closed due to adverse weather or other conditions.
 9. Provide weekly report of wages and hours to teacher/coordinator.
 10. Not quit or change jobs unless having received approval of the teacher/coordinator and understand that a violation of this rule may result in failure for the grading period.
 11. Wear attire to school and to work that is regarded as appropriate by the school administration.

THE PARENT/GUARDIAN AGREES TO:

1. Assume responsibility for the personal conduct of the student.
2. Assume responsibility for transportation of the trainee.
3. Recognize that club activities are a part of related instruction.
4. Encourage the student to make the most of this training opportunity.

THE TEACHER/COORDINATOR AGREES TO:

1. Develop a training plan cooperatively with the employer.
2. Observe the trainee frequently at the training station.
3. Assist the employer with the trainee's progress.
4. Enforce attendance and disciplinary regulations.
5. Consult with all parties before making adjustments in employment.
6. Communicate with the employer, parents, and school administration concerning disciplinary actions relevant to the trainee.
7. Provide awareness of and monitor labor law practices.

THE EMPLOYER AGREES TO:

1. Place a trainee on the job for the purpose of providing work orientation and assign training of instructional value according to the training plan.
2. Develop with the teacher/coordinator a training plan directed toward the trainee's career objective.
3. Evaluate the student's performance periodically.
4. Cooperate with the teacher/coordinator to assist in the advancement of the student's training.
5. Provide the trainee with the same consideration given other employees regarding safety, health, social security, general working conditions, and other regulations.
6. Provide employment in accordance with federal, state, and local regulations.
7. Pay the trainee an amount comparable to that paid beginning workers doing similar work and consider the possibility of periodic raises.
8. Not restrict employment opportunities due to race, creed, sex, national origin, religious belief, or handicapping conditions.
9. Notify the teacher/coordinator prior to the discharge of a trainee realizing that discharging a student is a serious matter and may result in his/her failure for the current grading period.
10. Adhere to labor laws.

MINOR AGREEMENT

We have employed this minor to be paid \$_____ per hour

For approximately _____ hours per week. We also have a

Work Permit Certificate on file (only if required by the employer).

Student's date of birth _____

Student/Employee *Date*

Parent/Guardian *Date*

Teacher/Coordinator *Date*

Employer *Date*

cc: Teacher/Coordinator
Employer
Student
Parent/Guardian

SAMPLE TRAINING AGREEMENT FOR COOPERATIVE EDUCATION

PDE-4555 (8/03)

Pennsylvania Career and Technical Education Regulations and Standards and Pennsylvania and Federal Child Labor Laws Require a Written Training Agreement and Training Plan for Each Student-Learner in a Cooperative Education Program.

Student- Learner Name _____	Social Security No. _____
Address _____	Telephone _____
Birth Date _____ Age _____	Work Permit No. _____
Student- Learner Career Objective _____	Job Title _____
Date of Employment: Beginning _____	Ending _____
High School or CTC/AVTS _____	
Address _____	Telephone _____
Training Agency _____	
Address _____	Telephone _____
Training Supervisor _____	Telephone _____
Weekly Hours _____	Beginning Rate of Pay _____

EMPLOYER/TRAINING SITE RESPONSIBILITIES:

The employer/training site will adhere to all State and Federal regulations regarding safe working environment and conditions, employment, child labor laws, minimum wages and workers' compensation.

1. The student-learner will be given a variety of work assignments and be supervised by an experienced person.
2. A periodic evaluation of job progress will be made by the training supervisor on a rating form provided by the school.
3. The training supervisor will arrange a conference with the coordinator when a trainee problem arises.
4. The training sponsor will provide necessary safety instruction throughout student-learner training period.
5. Employer/training site will not employ a student-learner to displace a regular worker.
6. Exposure to hazardous work will be incidental to the student-learner's training and not be a part of the student-learner's training program.
7. The employer is not liable to the unemployment compensation fund for wages paid to the student-learner while under the training program.

This is provided in Section 4(l)(4)(10)(C) of the Pennsylvania Unemployment Compensation Law.

STUDENT-LEARNER RESPONSIBILITIES:

1. The student-learner agrees to perform the assigned duties in a loyal manner and work to the best interest of all concerned.
2. The student-learner agrees to report job problems to the training supervisor and cooperative education coordinator.
3. The student-learner will adhere to company policy; employment may be terminated for the same reasons as regular employees.
4. The student-learner must be regular in attendance at school and on the job. If unable to report to work, the student-learner will notify the employer and coordinator before the start of the normal workday.
5. The student-learner's employment will be terminated upon withdrawal from school.
6. The student-learner will report to school for designated meetings and related instruction.
7. The student-learner will follow school rules at the work and school sites. Violation of school rules will lead to disciplinary action, which may include termination from employment.

SCHOOL RESPONSIBILITIES:

1. The program is under the direct supervision of a certified cooperative education coordinator.
2. The student-learner will receive related instruction and safety instruction from the occupational instructor or the cooperative education coordinator prior to job placement.
3. The cooperative education coordinator will visit the student-learner and training supervisor on a regular basis at the training site.
4. The cooperative education coordinator will investigate compatibility of job circumstances with requirements for student-learner attainment of advanced standing in an apprenticeship program upon graduation from high school.
5. The school will maintain signed copies of the written training agreement and plan for each student-learner participating in the program for three years from the date of enrollment in the program.

6. Student-learner transportation, insurance and attendance at school and work will be covered by school policy.

This memorandum is for the purpose of outlining the agreement between the school and employer on the conditions of training to be given a student learner while on the job. We, the undersigned, agree to the conditions and statements in this agreement.

_____ Student-Learner	_____ Date
_____ Parent or Guardian	_____ Date
_____ Employer	_____ Date
_____ Principal, CTC/AVTS Director or Designee	_____ Date
_____ Cooperative Education Coordinator	_____ Date

Employers/Training Sites of Cooperative Education student-learners and the school will not discriminate in its educational programs, activities or employment practices, based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, union membership, or any other legally protected classification.

Sample

Training Agreement

Wisconsin's Cooperative Education Skill Standards Certificate Program

Student Learner			
Name of Cooperative Education Program			
Birth date		Student Identification Number	
Home Address			
Home Telephone		Work Telephone ()	
Employer			
Address			
School		Telephone ()	
<p>The employer agrees to partner with the school(s) to offer a <i>work-based learning</i> program, known as Wisconsin's <i>Cooperative Education Skill Standards Certificate Program</i>, for an appropriate length of time to demonstrate to the student learner as far as possible <i>all aspects of the industry</i>. The employer further agrees to pay the student a wage of \$ _____ per hour, assign work an average of 15 hours per week (minimum of 480 hours); provide <i>workplace mentor</i>; complete evaluations of the student's on-the-job performance; and confer with the <i>teacher coordinator</i> periodically to determine in what way the student's learning on the job might be strengthened.</p> <p>The student agrees to perform all duties assigned in pursuit of a skill standards certificate. The student will conform to all rules and policies of the place of employment and the school. The student expects no special privileges, agrees to be on the job as per schedule (barring illness), and confers with the <i>teacher coordinator</i> regarding any concerns encountered on the job.</p> <p>The <i>teacher coordinator</i> agrees to provide <i>school-based learning</i> related to the needs of the student and employer, assist the employer in establishing a <i>Learning Plan</i>, and work with all partners involved to achieve program goals.</p> <p>The parent/guardian agrees to cooperate with the school and employer to assist the student in achieving the program goals of the <i>cooperative education</i> experience.</p> <p style="text-align: center;"><i>This agreement does not take the place of any work permit requirements.</i></p>			
Student Signature		Date	
Employer Signature		Date	
Parent / Guardian Signature		Date	
Teacher Coordinator Signature		Date	